

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: CLERK TYPIST

POSITION LOCATION: ASDB

POSITION REPORTS TO: Team Leader

POSITION SUPERVISES: None

MINIMUM QUALIFICATIONS: High School diploma or GED; one year of clerical experience; job-related post high school education or training may substitute on a month-for-month basis for up to one year of the required experience; computer skills including typing with speed and accuracy; good working knowledge of business English, spelling, and office practices, procedures, and equipment; skill in accurately following directions and general instructions; and ability to maintain confidentiality.

PREFERRED QUALIFICATIONS: Three years of clerical or secretarial experience; computer experience; sign language; good knowledge of English grammar; and ability to speak Spanish.

MAJOR DUTIES AND RESPONSIBILITIES: Types reports, letters, memorandums and other material in appropriate form; maintains confidentiality of all reports handled; distributes reports and correspondence; maintains records and files; picks up and distributes mail in a timely manner; exhibits the appropriate level of social skill in meeting the public and responding to inquiries; exhibits skill in accurately following directions and general instructions and in answering telephones and delivering messages.

KNOWLEDGE AND SKILLS: Knowledge of department and school procedures to perform related tasks; knowledge of clerical support functions relevant to agency/department. Knowledge of clerical and administrative support functions relevant to departmental and agency operations; knowledge of policies, procedures, and programs of the immediate work unit and the agency; skill in dealing with matters of an administrative and/or confidential nature.

SPECIAL CONDITIONS/REQUIREMENTS: Must utilize appropriate personal protective equipment as required.

PAY PLAN: <u>Classified</u>	Grade <u>05</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>Revised: 7/2006</u>
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